Specific Training

Section A: Applying Electronic Signatures (CAC)

- FOUO -

OC: ESO, tapcmse@conus.army.mil, (703) 325-9660 https:https://www.hrc.army.mil/site/active/TAGD/MSD/msdweb.htm

Specific Training Modules:

Sect A: Applying Signatures
Sect B: Routing Steps

CAC Signature Instructions

- Insert CAC card into CAC reader
- Have your CAC pin number ready

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p

90%

U.S. ARMY
Forms Content Management

SAVE | SAVE AS | PRINT | EMAIL | WIZARD | NEXT >>

Edit Component

CLICK HERE

OFFICER EVALUATION REPORT

For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK(yyyymmdd)	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS(MI)
PAN, PETER	111-11-1111	CW4	20010501	OD	915E6P

g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g.2. STATUS CODE	h. REASON FOR SUBMISSION
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW		02 Annual

i. PERIOD COVERED FROM (yyyymmdd)	i. PERIOD COVERED THRU (yyyymmdd)	j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)	n. UIC	o. CMD CODE	p. PSB CODE
20050112	20060111	12			peter.pan@us.army.mil	WW3SAA	MW	MD11

PART II - AUTHENTICATION *(Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)*

a. NAME OF RATER (Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
HOOK, JOHN	222-22-2222	CPT	Company Commander	Click to Approve	
b. NAME OF INTERMEDIATE RATER(Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
	- -			Click to Approve	
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
BELL, TINKER	333-33-3333	LTC	Battalion Commander	Click to Approve	

SENIOR RATER'S ORGANIZATION	BRANCH SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS (.gov or .mil)
	( ) -	

d. This is a referred report. Do you wish to make comments? ☐ Yes,comments are attached ☐ No

e. SIGNATURE OF RATED OFFICER | DATE

PART III - DUTY DESCRIPTION

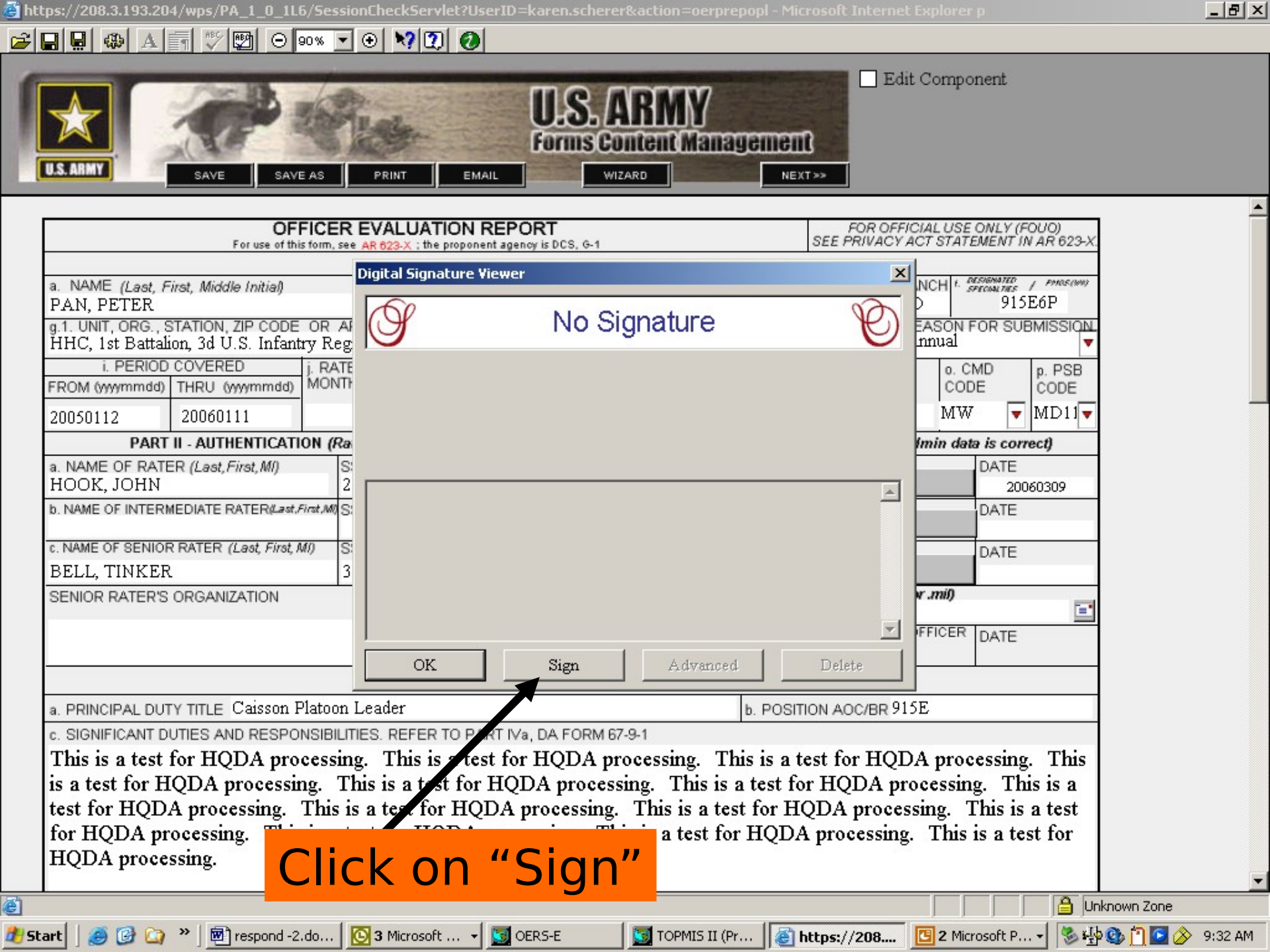
a. PRINCIPAL DUTY TITLE	b. POSITION AOC/BR
Caisson Platoon Leader	915E

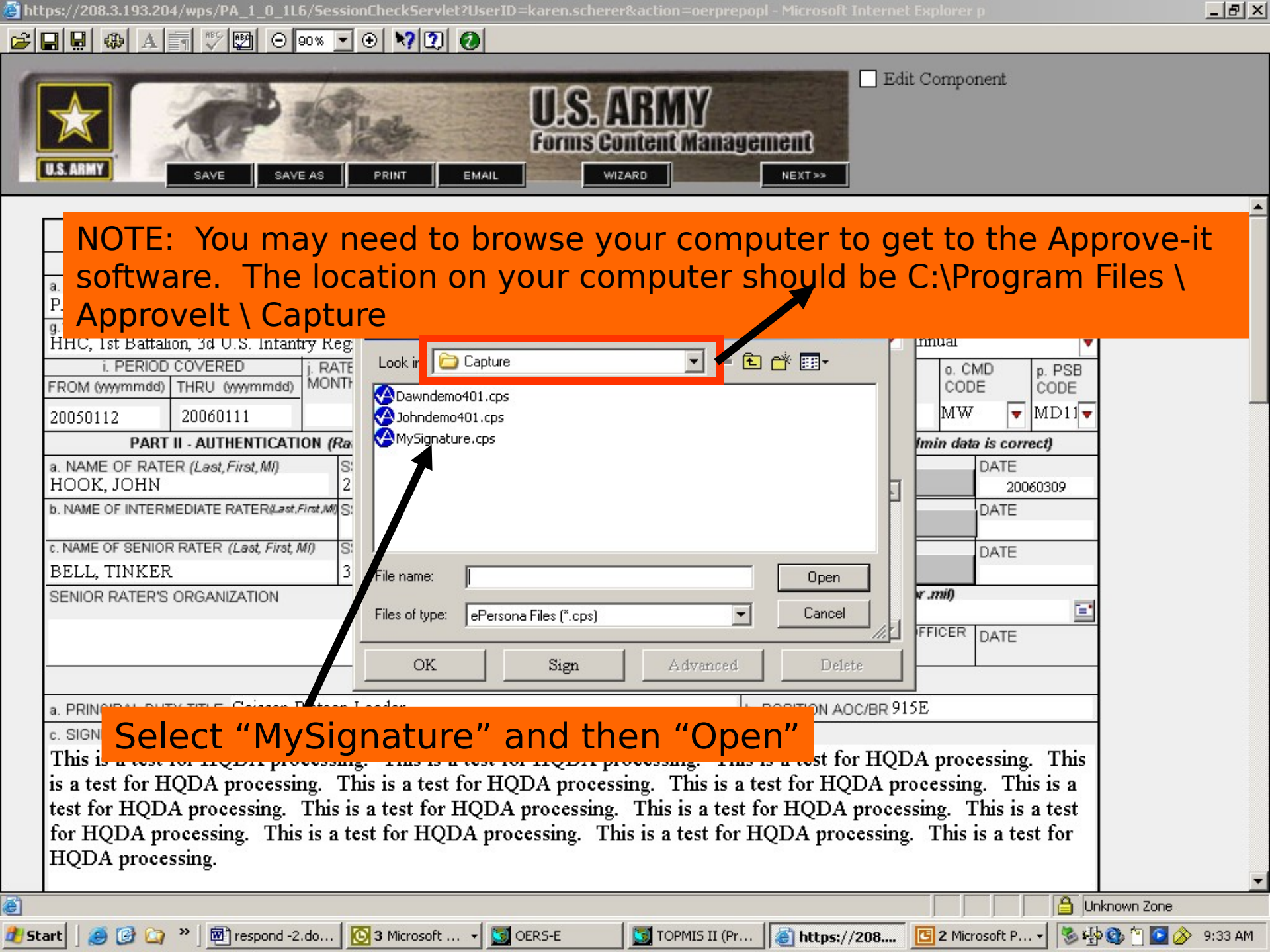
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

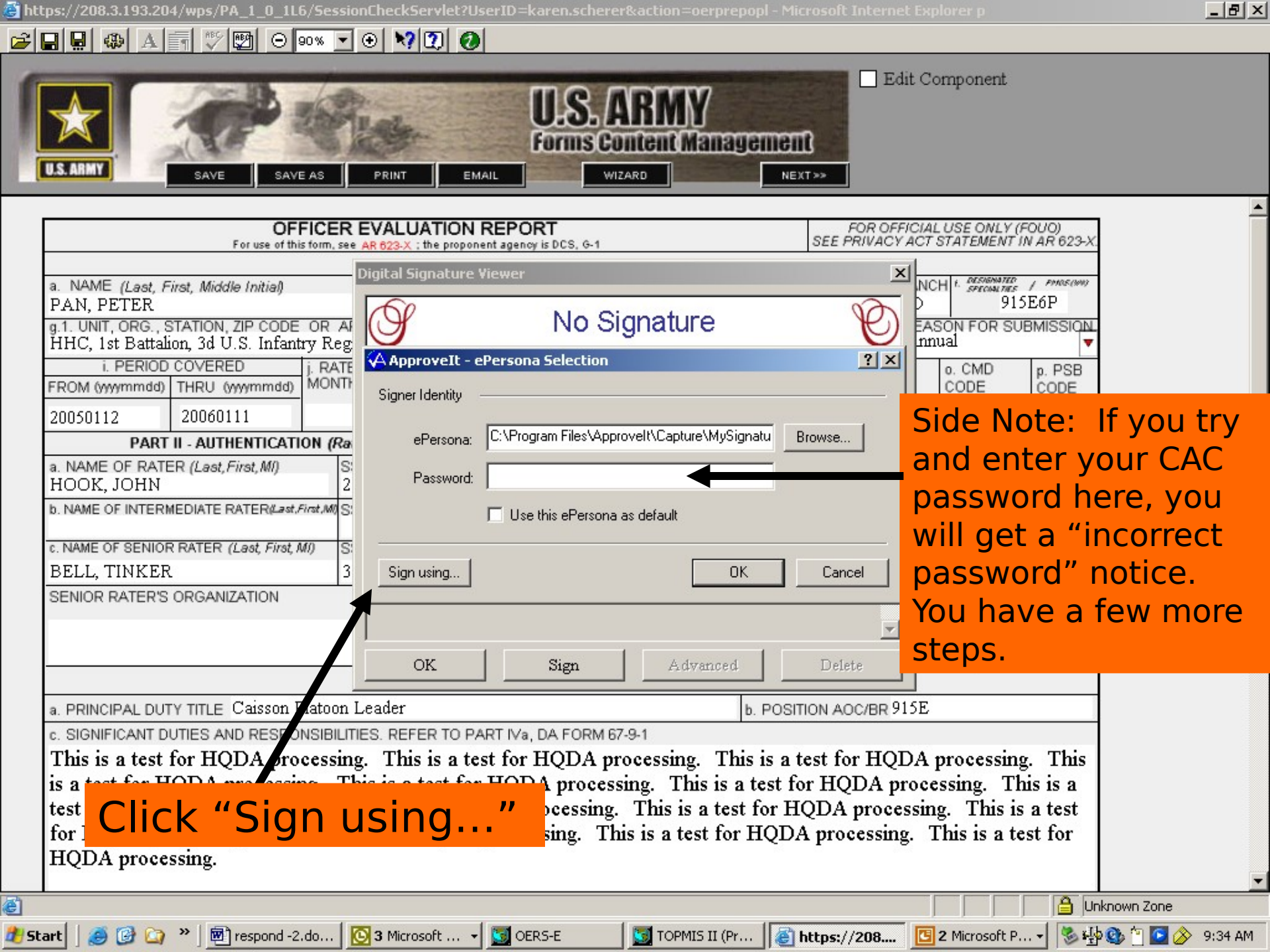
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.

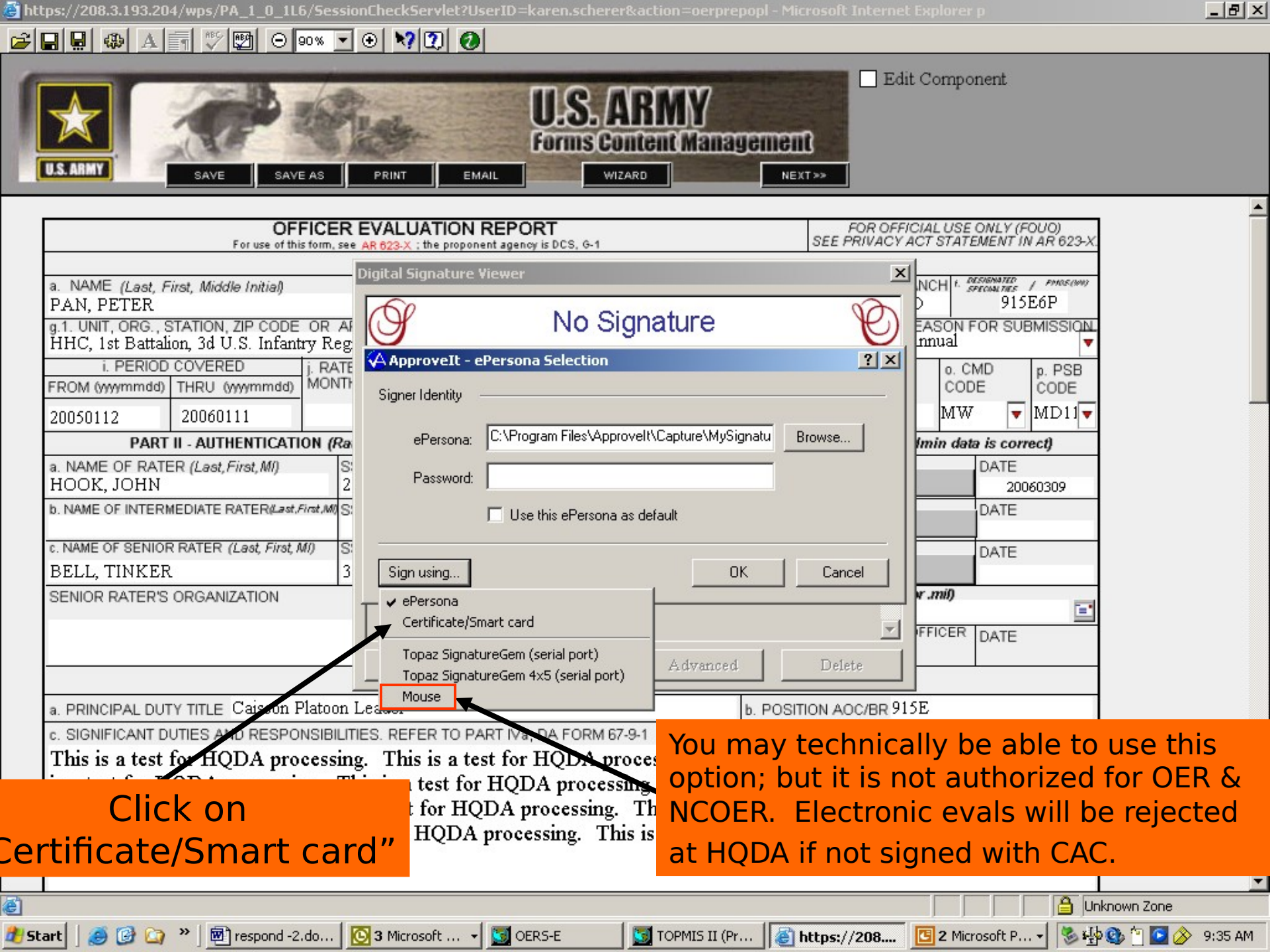
Unknown Zone

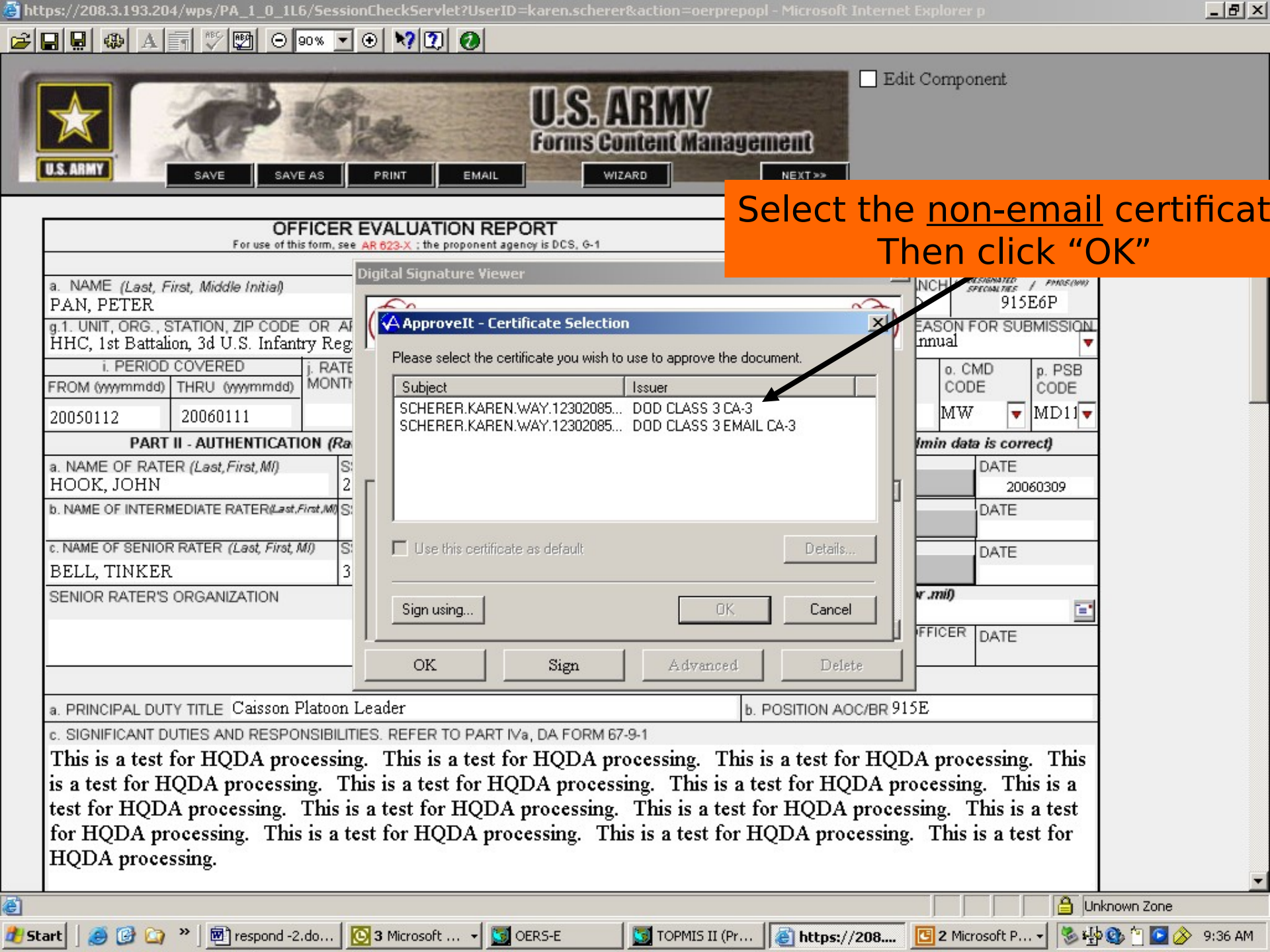
Start | respond -2.do... | 4 Microsoft ... | OERS-E | TOPMIS II (Pr... | https://208.... | 2 Microsoft P... | 9:29 AM

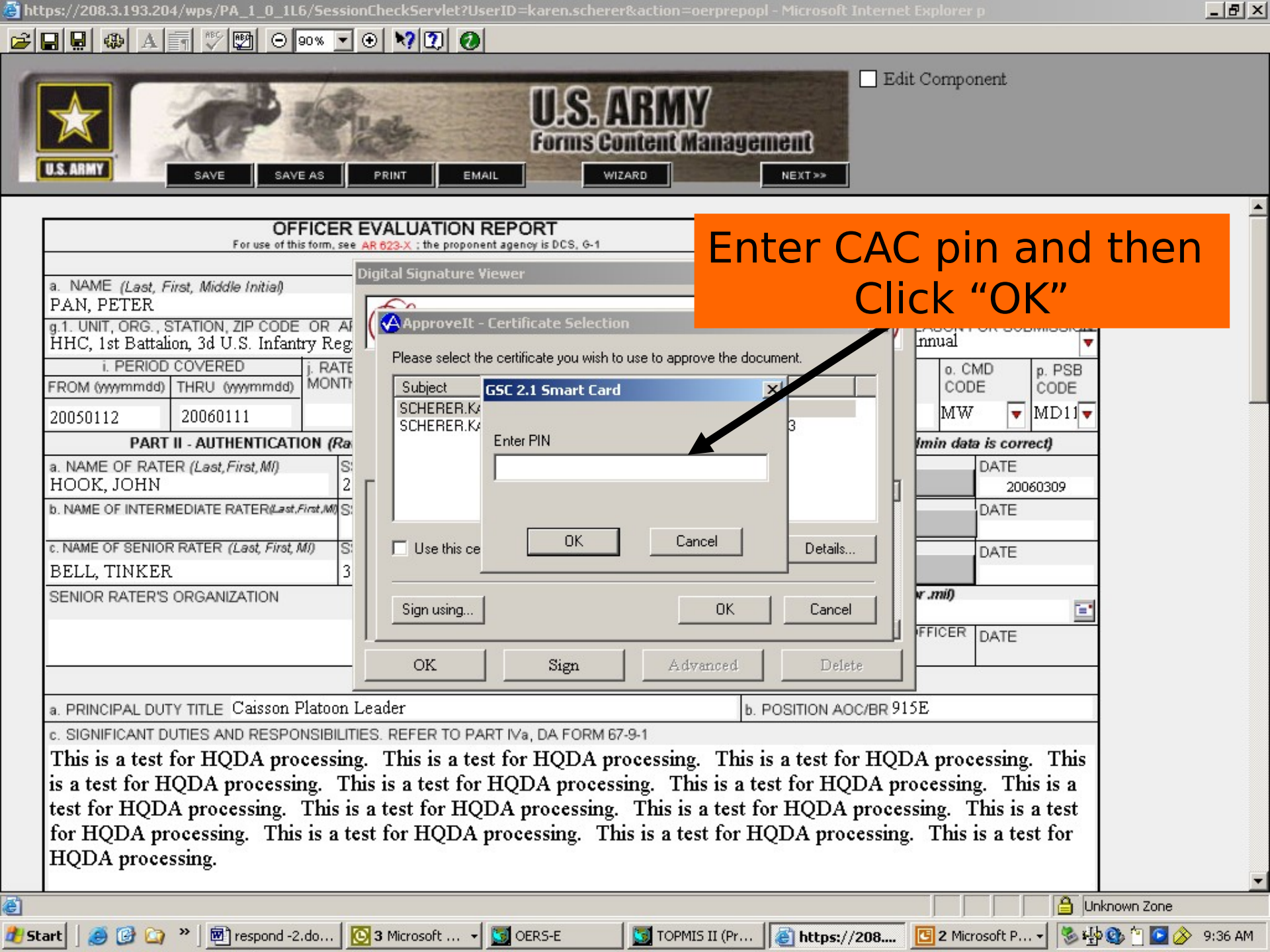

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
90%
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
EASON FOR SUBMISSION
nnual
o. CMD CODE
p. PSB CODE
MW
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
OK
Sign
Advanced
Delete
Click on “Sign”
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:32 AM

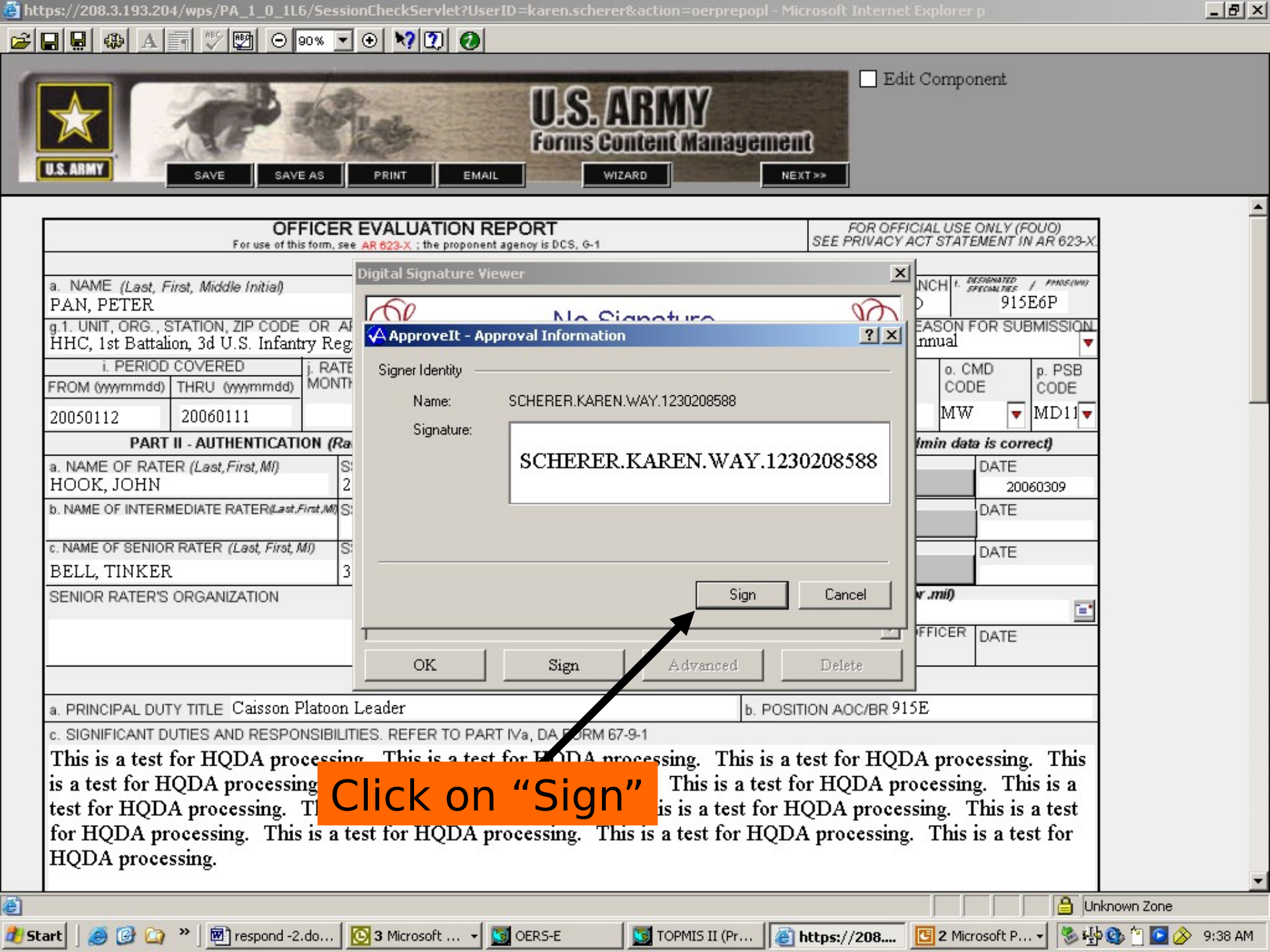

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
Edit Component
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
NOTE: You may need to browse your computer to get to the Approve-it software. The location on your computer should be C:\Program Files \ ApproveIt \ Capture
Look in: Capture
Dawndemo401.cps
Johndemo401.cps
MySignature.cps
File name:
Open
Files of type: ePersona Files (*.cps)
Cancel
OK
Sign
Advanced
Delete
Select "MySignature" and then "Open"
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
o. CMD CODE
p. PSB CODE
MW
MD11
DATE
20060309
915E
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Unknown Zone
Start
9:33 AM

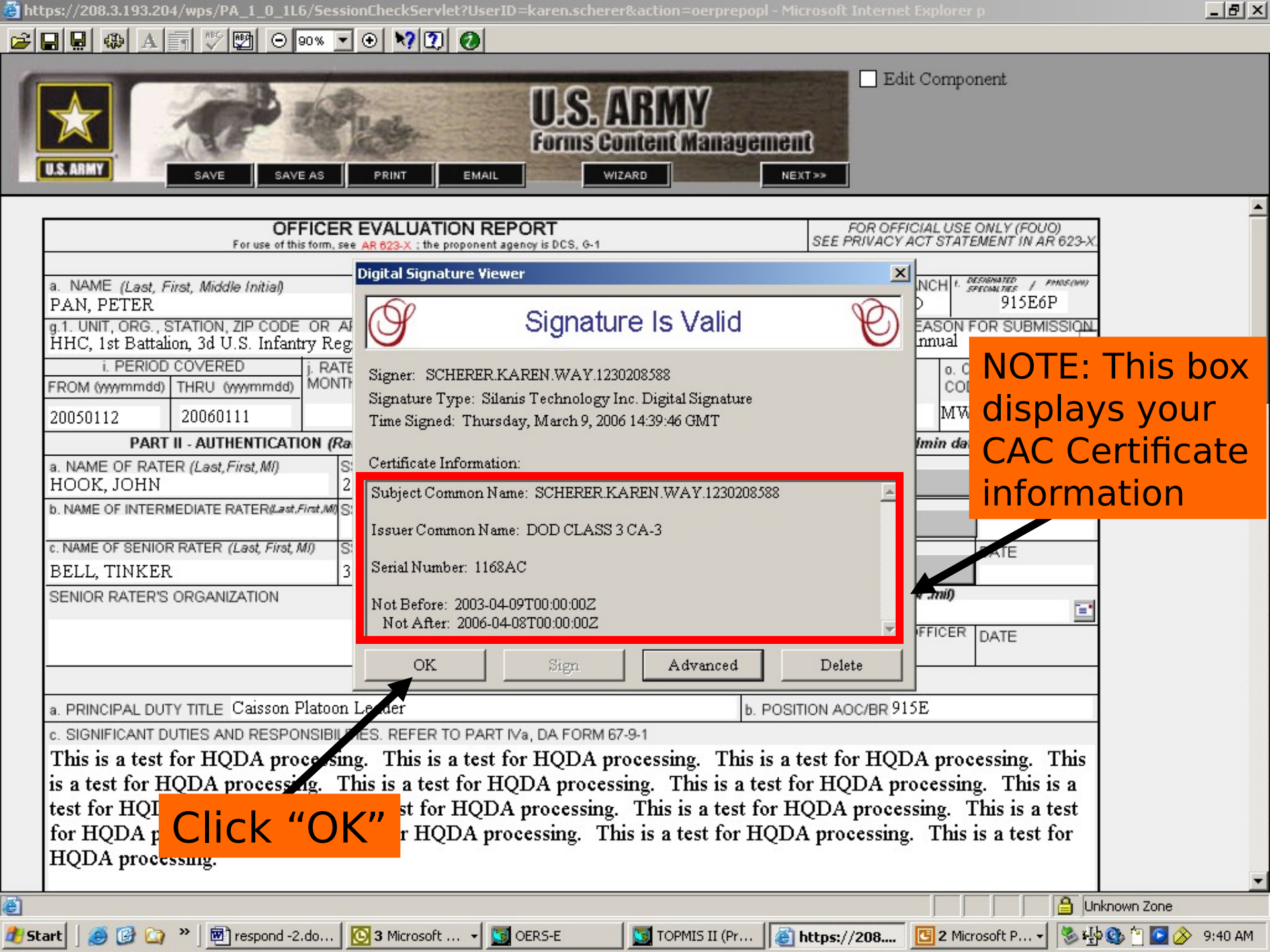

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
90%
Edit Component
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
EASON FOR SUBMISSION
nnual
o. CMD CODE
p. PSB CODE
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
No Signature
ApproveIt - ePersona Selection
Signer Identity
ePersona:
C:\Program Files\ApproveIt\Capture\MySignatu
Browse...
Password:
Use this ePersona as default
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Side Note: If you try and enter your CAC password here, you will get a "incorrect password" notice. You have a few more steps.
Click "Sign using…"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:34 AM

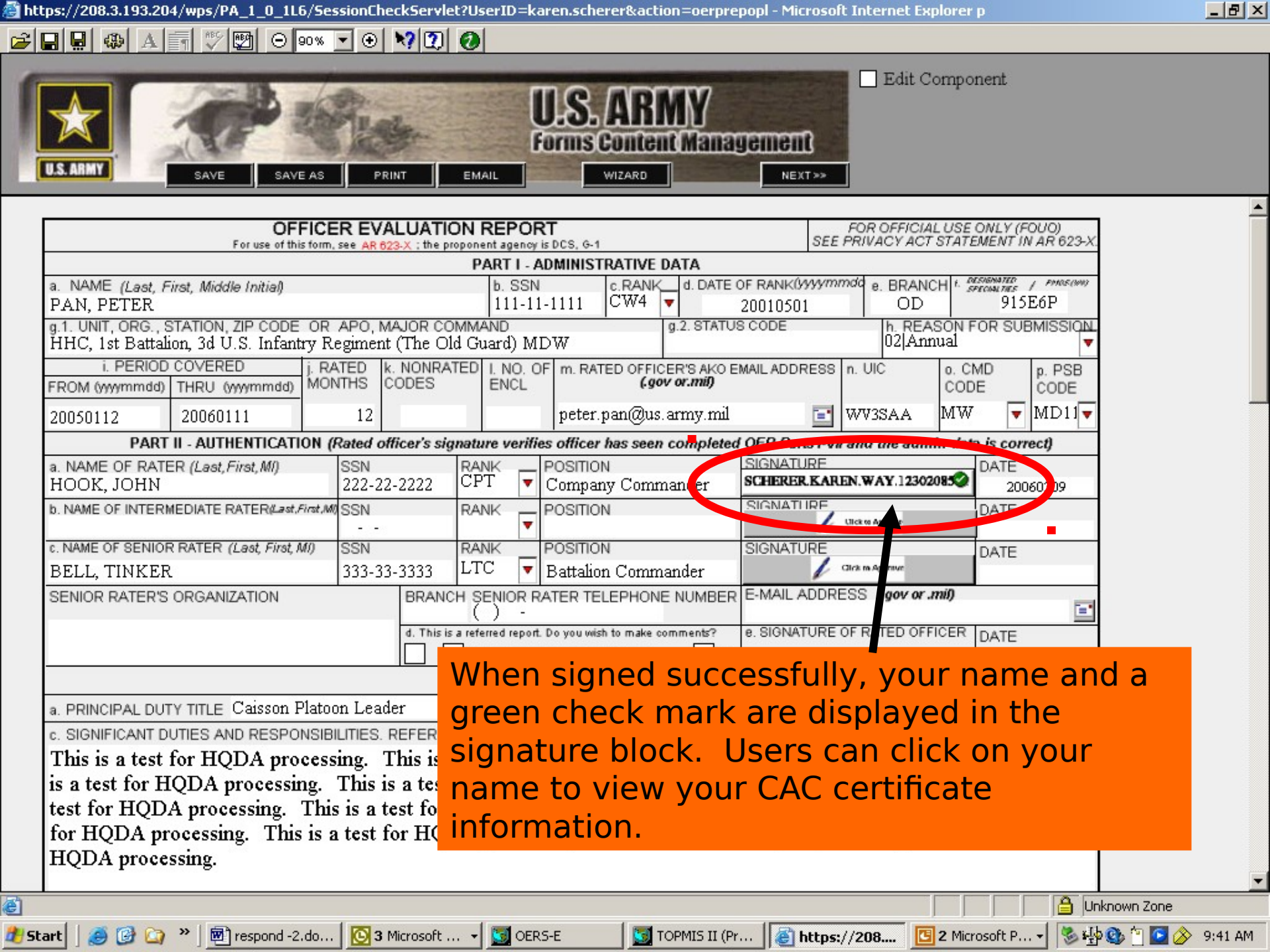

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
Edit Component
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
DATE
20060309
a. PRINCIPAL DUTY TITLE
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA proces
Digital Signature Viewer
No Signature
ApproveIt - ePersona Selection
Signer Identity
ePersona:
C:\Program Files\ApproveIt\Capture\MySignatu
Browse...
Password:
Use this ePersona as default
Sign using...
OK
Cancel
ePersona
Certificate/Smart card
Topaz SignatureGem (serial port)
Topaz SignatureGem 4x5 (serial port)
Mouse
Advanced
Delete
Click on Certificate/Smart card"
You may technically be able to use this option; but it is not authorized for OER & NCOER. Electronic evals will be rejected at HQDA if not signed with CAC.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:35 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
90%
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
Select the non-email certificat
Then click "OK"
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION (Ra
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
ApproveIt - Certificate Selection
Please select the certificate you wish to use to approve the document.
Subject
Issuer
SCHERER.KAREN.WAY.12302085... DOD CLASS 3 CA-3
SCHERER.KAREN.WAY.12302085... DOD CLASS 3 EMAIL CA-3
Use this certificate as default
Details...
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
915E6P
EASON FOR SUBMISSION
nnual
o. CMD CODE
p. PSB CODE
MW
MD11
lmin data is correct)
DATE
20060309
DATE
DATE
.mil)
FFICER
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:36 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
90%
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
Enter CAC pin and then Click "OK"
Digital Signature Viewer
ApproveIt - Certificate Selection
Please select the certificate you wish to use to approve the document.
Subject
SCHERER.K
SCHERER.K
GSC 2.1 Smart Card
Enter PIN
OK
Cancel
Use this ce
Details...
Sign using...
OK
Cancel
OK
Sign
Advanced
Delete
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
j. RATE
MONTH
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION (Ra
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
DATE
20060309
DATE
DATE
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:36 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
Edit Component
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
915E6P
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
Digital Signature Viewer
No Signature
ApproveIt - Approval Information
Signer Identity
Name:
SCHERER.KAREN.WAY.1230208588
Signature:
SCHERER.KAREN.WAY.1230208588
Sign
Cancel
OK
Sign
Advanced
Delete
a. PRINCIPAL DUTY TITLE
Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Click on "Sign"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:38 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
915E6P
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
Signature Is Valid
Signer: SCHERER.KAREN.WAY.1230208588
Signature Type: Silanis Technology Inc. Digital Signature
Time Signed: Thursday, March 9, 2006 14:39:46 GMT
Certificate Information:
Subject Common Name: SCHERER.KAREN.WAY.1230208588
Issuer Common Name: DOD CLASS 3 CA-3
Serial Number: 1168AC
Not Before: 2003-04-09T00:00:00Z
Not After: 2006-04-08T00:00:00Z
OK
Sign
Advanced
Delete
NOTE: This box displays your CAC Certificate information
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Click "OK"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:40 AM


https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
U.S. ARMY
Forms Content Management
Edit Component
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
PART I - ADMINISTRATIVE DATA
a. NAME (Last, First, Middle Initial)
PAN, PETER
b. SSN
111-11-1111
c. RANK
CW4
d. DATE OF RANK(yyyymmdd)
20010501
e. BRANCH
OD
f. DESIGNATED SPECIALTIES / PMOS(MI)
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW
g.2. STATUS CODE
h. REASON FOR SUBMISSION
02|Annual
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
j. RATED MONTHS
12
k. NONRATED CODES
l. NO. OF ENCL
m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)
peter.pan@us.army.mil
n. UIC
WV3SAA
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
SSN
222-22-2222
RANK
CPT
POSITION
Company Commander
SIGNATURE
SCHERER.KAREN.WAY.12302085
DATE
20060
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
SSN
RANK
POSITION
SIGNATURE
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SSN
333-33-3333
RANK
LTC
POSITION
Battalion Commander
SIGNATURE
DATE
SENIOR RATER'S ORGANIZATION
BRANCH
SENIOR RATER TELEPHONE NUMBER
E-MAIL ADDRESS (.gov or .mil)
d. This is a referred report. Do you wish to make comments?
e. SIGNATURE OF RATED OFFICER
DATE
a. PRINCIPAL DUTY TITLE
Caisson Platoon Leader
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER
This is a test for HQDA processing. This is
is a test for HQDA processing. This is a te
test for HQDA processing. This is a test fo
for HQDA processing. This is a test for HQ
HQDA processing.
When signed successfully, your name and a green check mark are displayed in the signature block. Users can click on your name to view your CAC certificate information.
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:41 AM